

CONTROLLER*Class Definition*

Under direction of the Director of Administrative Services, plans, organizes, and directs the day-to-day financial activities of the City; and directs the activities of the Accounting, Treasury, Utility Billing and Collection, and Risk Management Divisions of the Department of Administrative Services.

Distinguishing Characteristics

The Controller oversees the daily operations of the City's financial activities. Reporting to the Director of Administrative Services, the incumbent is responsible for financial planning, fund investment and revenue enhancement, accounting and auditing, risk management, license and business tax, and utilities billing and collection. The incumbent exercises considerable judgment and discretion in the administration and direction of this function. The Controller is distinguished from subordinate division manager classes in that incumbents in the latter oversee day-to-day operations of a specific division. This is an unclassified position in which the incumbent is appointed by, and serves at the will of the City Manager. The appointment and/or termination of the incumbent requires the approval of the City Council.

Typical Tasks

(This list of sample of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and directs the activities of the City's financial operations.

Develops and establishes financial policies; coordinates the work necessary to implement and carry out established policies.

Estimates revenues and probable tax yields for submission to the City Manager.

Oversees fund investment and revenue enhancement activities and treasury functions.

Enforces compliance with standard accounting/auditing systems and fiscal procedures.

Directs the audit of all financial transactions and expenditure of appropriated funds.

Directs the accounting activity, the preparation of varied financial reports, and the payroll operation.

Participates in the development and implementation of the City's fiscal policies.

Directs the utilities billing and collection, risk management, license and permits, and the City's treasury functions.

Administers the financial activities associated with the City's Pension Plans.

Oversees the preparation and administration of the annual budget of assigned divisions.
Prepares and presents the Annual Controller's Report.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the modern principles and practices of public finance administration.

Knowledge of accounting and auditing principles, methods, and procedures as applied to municipal and governmental financial transactions.

Knowledge of Charter provisions, ordinances, and state laws governing financial administration of City government.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of state and federal legislation impacting City revenues.

Knowledge of financial information systems.

Knowledge of money market investment and banking.

Ability to manage the City's finances and administer its fiscal policies.

Ability to estimate tax and other revenues with reasonable accuracy.

Ability to plan, assign, and direct the work of management, professional, and clerical staff.

Ability to establish and maintain effective working relationships with staff, other city officials, and the public.

Ability to prepare concise and meaningful financial and statistical reports, and make appropriate recommendations.

Ability to make clear and persuasive oral presentations.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree with major course work in business administration, public administration, accounting, or closely related field; and five years of professional supervisory and administrative experience in public finance administration.

Special Requirements

Active certification as a Certified Public Accountant is desirable.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Administrative Services

DATE: _____

JKK/GAK/djs:06/01/94

40601.spec7